

**STATEWIDE
NATIONAL GUARD OF ARIZONA
HUMAN RESOURCE OFFICE
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495
PHONE (602) 629-4800; DSN 853-4800
WEBSITE: <http://dema.az.gov/>**

**TITLE 32 EXCEPTED
TECHNICIAN VACANCY ANNOUNCEMENT**

NATIONAL GUARD MEMBERSHIP IS REQUIRED: This is an excepted service position that requires membership in a compatible military assignment in the National Guard. Selectee will be **required to wear the military uniform.**

ANNOUNCEMENT NUMBER: 18-519T OPENING DATE: 18-Oct-18 CLOSING DATE: 2-Nov-18

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:

Health Technician, GS-0640-07, D2061000, E-2/PFC - E-6/SSG, MPCN: 2001-009

APPOINTMENT FACTORS: OFFICER ☐ WARRANT OFFICER ☐ ENLISTED ☒

KNOWN PROMOTION POTENTIAL: NONE

SALARY RANGE:

\$42,699.00-\$55,507.00 PA

SUPERVISORY ☐ **MANAGERIAL** ☐

NON-SUPERVISORY/NON-MANAGERIAL ☒

LOCATION OF POSITION:

Medical Detachment (MED DET), Phoenix, Arizona

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be received by close of business (1530 MST) on the closing date shown above or if mailed postmarked no later than the closing date. The Human Resources Office will not accept applications that are mailed at government expense, exceptions to hard-copy delivery may be considered on case-by-case basis. Please contact 602-629-4826/4834 for consideration. Faxed applications will not be accepted.

AREA OF CONSIDERATION:

This position is in the Federal/Excepted Civil Service and is **open to current members in the Arizona Army National Guard.** Individual selected will receive an **Indefinite Appointment** and may be converted to permanent based on availability of funds or position no longer being encumbered. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will require a military medical records screening if applicable, to be completed prior to appointment, and/or may be required to take a pre-employment medical screening examination dependent on the position type and military medical records screening results.

INSTRUCTIONS FOR APPLYING: Individuals applying for vacancies with the Arizona National Guard may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Application documents must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include: Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary.

Applicants **MUST** submit a completed AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement) or a separate document explaining how they meet each Knowledge, Skill and Ability listed below and a Resume or the Optional Form 612. Applicant **MUST** submit complete ERB and/or other documentation verify possession of MOS

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending

dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

CONDITION OF EMPLOYMENT: Prior to appointment into this position, selectee must be a current member of the Arizona Army National Guard, MED DET and must possess the following MOS: 68 series

- Federal employment suitability as determined by a background investigator.
- May be required to successfully complete a probationary period.
- Participation in the Direct Deposit/Electronic Funds Transfer Program.
- Military Uniform must be worn.
- Applicants must maintain membership and employment in the National Guard in the military grade listed in this announcement.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

Relocation Incentive may be offered:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
PCS may be offered:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>

NOTES:

NOTE: This position is subject to rotating shifts, night shifts, and weekends/holidays.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Knowledge of a standardized body of laws, regulations, and procedures to provide regulatory guidance and recommendations to the Battalion/Squadron and subordinate personnel in the area of medical readiness and standards of fitness.
2. Knowledge of procedures for requesting military and civilian medical support resources to coordinate, execute, and update required documentation that supports individual medical readiness.
3. Knowledge of the automated medical records and management system to provide guidance and instruction to Battalion/Squadron and subordinate units for the timely and accurate input of data. Practical knowledge to retrieve and/or query data to develop reports essential to support the command's medical readiness requirements.
4. Knowledge of medical terminology, anatomy, physiology, medical procedures, civilian medical coding, and other medical requirements sufficient to analyze available data, identify trends and shortfalls, and provide recommendations for improvement actions.
5. Knowledge of the regulations, policies, and procedures that apply to the physical evaluation system (fitness for duty evaluation, military occupational skills/medical retention board (MMRB), medical evaluation board/physical evaluation board (MEB/PEB)) to facilitate timely and accurate adjudication of medical board actions.

SPECIALIZED EXPERIENCE: Must have at least 12 months experience, education, or training which provided a working knowledge of missions, organizations, programs and requirements of health care delivery systems. Experience involved in performing or assisting with a varied range of health or bioenvironmental activities. Experience interpreting various policies and procedures used in the state medical programs.

BRIEF JOB DESCRIPTION: This position is located at the MED DET in Phoenix, Arizona. The purpose of this position is to accomplish work in the area of personnel medical readiness management and reporting. Serves as the subject matter expert on Individual Medical Readiness (IMR). Responsible for collection, input, and management of medical readiness information for the Battalion/Squadron and subordinate units. Coordinates and ensures the timely and accurate input of data regarding physicals, dental, immunizations, HIV/DNA, and profiling into the automated medical records and management systems. Requires the ability to organize and research patient records, extract needed information, and review records for completeness, accuracy, and consistency within established guidelines. May assist with a variety of

administrative/clerical support functions to ensure the effective operation of the office. Maintains a variety of files, records, and forms; prepares special and recurring reports; receives and distributes mail and composes replies to routine military and non-military correspondence; maintains suspense records of items requiring action or replies and notifies staff members when action is required.

SELECTING OFFICIAL: MAJ Marcie A. Bittner
